

NOTE: CDD approval required prior to incurring costs. in excess of \$7,500 per item. Private agencies are required to obtain and submit documentation of at least three bids for a purchase in excess of \$5,000.

## EQUIPMENT PURCHASE APPROVAL REQUEST

**PART I** SPECIAL NOTE: Object Classification 6400 - Equipment and Object Classification 6500 - Equipment Replacement - The contractor listed below must apply for approval to use Child Development contract funds to purchase items of equipment, with a cost per item exceeding the limit specified in the Funding Terms and Conditions.

CONTRACTOR	ADDRESS	CITY	ZIP CODE
CONTACT PERSON		TELEPHONE	CONTRACT TYPE

### PART I - DESCRIPTION OF EQUIPMENT (Identify types of equipment proposed for purchase.)

QUANTITY	ITEM	ITEM COST	TOTAL COST	ITEM PLACEMENT (SITE ADDRESS)	ESTIMATED USEFUL LIFE EXPECTANCY	JUSTIFICATION ATTACHED
					____ YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>
					____ YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>
					____ YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>
					____ YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>

### PART II - CERTIFICATION

I hereby certify that the above information is true and correct to the best of my knowledge. I also agree to abide by Funding Terms and Conditions requirements with regards to the title, use, disposition, and retention of equipment purchased with child care contract funds provide by the California Department of Education.

SIGNATURE OF BOARD PRESIDENT OR DESIGNEE	TITLE	DATE
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### PART III - FOR CDD USE ONLY

CDD receipt date: ____/____/20____ Contractor notification date: ____/____/20____ CONSULTANT RECOMMENDATION Requested \$ <input type="text"/> Approved \$ <input type="text"/> Fiscal Year 20____/____ <input type="text"/> Year-to-Date Balance: \$ <input type="text"/>	COMMENTS _____ _____ _____ 		
CONSULTANT 	DATE 	ADMINISTRATOR 	DATE 

Distribution: Original: Contractor, copies to Child Development Audits, CDD Consultant, and contractor file.